



Annual Inspection and Maintenance Reports for Stormwater Control Measures (SCMs)

SUBMITTAL GUIDELINES

SUBMITTAL DEADLINE

Maintenance inspection reports are due annually for all SCMs by the end of the anniversary month of original certification or anniversary month of as-built certification. If this date is unknown, a submittal month will be assigned by the Town.

SUBMITTAL FORMAT

All report submittals must be delivered via email in a single PDF file. The report package shall include:

1. Cover Sheet
2. Inspection Report for each SCM
3. Photographs of each SCM with descriptive captions
4. Copies of SCM maintenance records as proof of routine maintenance

FILE NAMING CONVENTION

Please use the following guidelines for naming the inspection report package PDF file. This will ensure that submittal reports are properly filed, accounted for and discoverable.

Filename: Numeric year of submittal_Numeric month of submittal_SCM PASS or SCM FAIL_Site name.pdf

For example, a passing inspection report package submitted for Town Hall on 10/14/19 would be named:

2019_10_SCM PASS_TOWN HALL.pdf

REPORT SUBMISSION

All report submittals must be emailed to Jason Salat, Alisha Goldstein, and Mary Beth Meumann in the Stormwater Management division at:

jsalat@TownofChapelHill.org

agoldstein@TownofChapelHill.org

mbmeumann@TownofChapelHill.org

Please carbon copy (Cc) the responsible party for the SCM if submitting on their behalf.